

UNIVERSITY OF GUELPH
HISTORY DEPARTMENT
WINTER 2018
HIST*3480, WORKPLACE LEARNING (0.5cr)

Instructor and Workplace Supervisor: Kris Inwood

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Office: MacKinnon 716

Office hours: Mondays 15:30-16:30 or by appointment

Lectures: There are no regular lectures or seminars as this is an independent study course. You will meet with the instructor the first week and subsequent meetings will be arranged as the semester progresses.

COURSE OUTLINE

Course Objectives:

This is an independent study course based on either History-related voluntary or paid workplace experience. In general, projects for this course are designed so that students may combine scholarly research with applied, on-the-job experience. It requires that they reflect upon their work experience and consider 1) what it has taught them about public history, 2) what they have learned about a particular historical topic and history as a discipline and 3) the relevance of their work experience to academic studies.

Your Particular Project is to work with the *Miscreants and Rascals* database.

The *Miscreants and Rascals database* includes transcriptions of registers from the Kingston Penitentiary 1843-1919, Stony Mountain Penitentiary 1873-1921, and jails from Quebec City (1813-1845) and Victoria BC (1864-1892). During the winter semester of 2018 we will transcribe information about individuals recorded in the 1890s admission registers of the [Victoria Gaol](#) in collaboration with the [British Columbia Archives](#) for eventual inclusion in the Archives' files. Your volunteer work will make these hard-to-use but highly useful documents more accessible for researchers and family historians. In connecting this work experience to your academic discipline you will write a series of short critical reflections and a research paper analyzing the strengths and weaknesses of prison registers as a primary source. The skills of transcribing, reading and analyzing 19th century documents will be valuable for future archival, museum and research work. The Workplace Learning assignment is a volunteer activity, however there is potential for participants to be employed full time in the summer or part time next year.

Learning Outcomes:

1. Critical Understanding of 19th-century criminal justice systems and prisons.
2. Ability to understand 19th-century handwriting & vocabulary.
3. Knowledge of transcription practices.
4. Knowledge of research practices.
5. Ability to critically reflect upon your own work.
6. Ability to critically assess the strengths and weaknesses of criminal justice records as sources

Prerequisites: 7.50 credits including 1.5 credits in History

Restrictions: Instructor consent required.

Text: There is no text for the course

Method of Presentation:

There are no regular lectures or seminars as this is an independent study course. It is expected that students will spend approximately 10 hours per week in fulfilling course requirements and that they will be in regular contact with the instructor, meeting at least three times over the semester. The first meeting will be a pre-arranged group meeting. The others will be arranged as the work unfolds.

Method of Evaluation:

<u>Evaluation</u>	<u>Weight</u>
Transcriptions	40%
Weekly Critical Reflections	20%
Final Essay	40%

Final Exam: There is no final exam.

SYLLABUS

Project Timeline:

Week 1: **Meeting TBA.** Pre-arranged group meeting with Professor Inwood to view the prison registers. Instructions will be established and training started for reading cursive, transcribing, and researching the prison and its social context. You will also learn about the questions and quantitative methods with which to mine the prison records for meaning.

Week 3: **Meeting TBA.** Your first set of transcriptions is due at noon, Friday 19 January. No grade will be assigned to your work at this point. This is an opportunity for Dr. Inwood to see how you are doing and address any issues early in the semester.

Week 5: **Meeting TBA.** Your first collection of weekly Critical Reflections is due covering weeks 1-5 by noon, Friday 9 February. Please come to verbally report on the topic you will do for your essay.

Week 10: **Meeting TBA.** Your second collection of weekly Critical Reflections covering weeks 6-10 is due by noon, Friday 23 March. At this meeting, tba, we also will discuss the final essay/document analysis.

Week 12: Your complete set of transcriptions and your essay are due at noon, Friday 6 April.

Transcriptions:

You will receive training in how to read and transcribe in week one. You will be evaluated on the accuracy & thoroughness of your transcriptions. It is expected that you will spend 5 hours per week transcribing. Transcripts are primarily graded on accuracy but speed matters as well. The rest of your weekly course hours will be spent on the other components of the course.

Submission of Transcriptions:

When submitting your transcriptions in week 3 and 13, create a file for each month of prison admissions. These files should be emailed to Professor Inwood.

Critical Reflections:

You are to critically reflect on each week's work experience especially the transcribing. It is expected that you will provide a minimum of 100 words per week that demonstrate your thoughtful analysis and observations. Each week you are to briefly record the dates that you transcribed along with reflections on both the challenge of transcription and what the records appear to be saying about local populations and the criminal justice system. Reflecting on the use and significance of the source will help you apply your academic training to reach a deeper understanding of social history. This gives you an opportunity to reflect on what have you learned about transcribing and about the administrative practices in the past. How has your knowledge deepened regarding the practice of incarceration or the larger context of his/her life and society in the era? What surprised you or was new to you? What were the challenges and how did you try to overcome them? What advice would you give to others? How has your transcribing been relevant to your academic studies? These are just some questions to ask yourself throughout the course of your work. You are most welcome to add other reflections. You will be evaluated on the critical analysis and deep reflection that you bring to these questions and the quality of your writing.

The 1st set of weekly reflections is due: by noon, Friday 9 February

The 2nd set of weekly reflections is due: by noon, Friday, 23 March

Document Analysis: This is a 2,400 word essay (c. 8 pages of text and footnotes) on a topic of your choice that springs from the prison register you have been transcribing. It

must be approved in advance by Dr. Inwood. You must demonstrate a thesis statement and use the entries in the prison register to support the arguments you make. You are to critically evaluate the records that you have transcribed concerning the strengths and weakness of this source for your historical topic. This can be done in one paragraph as part of your introductory material and should be based on the critical reflections you have made throughout the semester. You are to employ at least 15 secondary sources.

Due: by noon, Friday 6 April

Late Penalties: two marks out of 100% per day including weekends.

College of Arts Statement of Expectations

E-mail Communication:

As per university regulations, all students are required to check their <uoguelph.ca> e-mail account regularly: e-mail is the official route of communication between the University and its students.

When You Cannot Meet a Course Requirement

When you find yourself unable to meet an in-course requirement because of illness or compassionate reasons, please advise the course instructor (or designated person, such as a teaching assistant) in writing, with your name, id#, and e-mail contact. [See the undergraduate calendar for information on regulations and procedures for Academic Consideration.](#)

Drop Date

Courses that are one semester long must be dropped by the end of the fortieth class day (**Friday, 9 March 2018**); two-semester courses must be dropped by the last day of the add period in the second semester. [The regulations and procedures for dropping courses are available in the Undergraduate Calendar.](#)

Copies of out-of-class assignments

Keep paper and/or other reliable back-up copies of all out-of-class assignments: you may be asked to resubmit work at any time.

Accessibility

The University promotes the full participation of students who experience disabilities in their academic programs. To that end, the provision of academic accommodation is a shared responsibility between the University and the student.

When accommodations are needed, the student is required to first register with Student Accessibility Services (SAS). Documentation to substantiate the existence of a disability is required, however, interim accommodations may be possible while that process is underway.

Accommodations are available for both permanent and temporary disabilities. It should be noted that common illnesses such as a cold or the flu do not constitute a disability. Use of the SAS Exam Centre requires students to book their exams at least 7 days in advance, and not later than the 40th Class Day. [For more information see the SAS web site.](#)

Student Rights and Responsibilities

Each student at the University of Guelph has rights which carry commensurate responsibilities that involve, broadly, being a civil and respectful member of the University community. [The Rights and Responsibilities are detailed in the Undergraduate Calendar.](#)

Academic Misconduct

The University of Guelph is committed to upholding the highest standards of academic integrity and it is the responsibility of all members of the University community – faculty, staff, and students – to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting an environment that discourages misconduct. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection.

Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor. [The Academic Misconduct Policy is detailed in the Undergraduate Calendar.](#)

Recording of Materials

Presentations which are made in relation to course work—including lectures—cannot be recorded or copied without the permission of the presenter, whether the instructor, a classmate or guest lecturer. Material recorded with permission is restricted to use for that course unless further permission is granted.

Resources

The [Academic Calendars](#) are the source of information about the University of Guelph's procedures, policies and regulations which apply to undergraduate, graduate and diploma programs.